

Subject: SES Announcement for Deputy Center Director, CVM
Date: 2/19/99 10:40 AM

FDA IS SMOKE FREE

THE QUALIFICATIONS HAVE BEEN AMENDED ON THIS ANNOUNCEMENT AND THE CLOSING DATE HAS BEEN EXTENDED.

SPECIAL NOTES:

** This position may be filled in the Senior Executive Service (SES), the Senior Biomedical Research Service (SBRS), as Title 38, or Commissioned Corps. This announcement is for appointment to the SES. To apply as SBRS or Title 38 , see announcement number FDA-99-2-RS**

** Exceptional recruiting difficulty may result in payment of a recruitment or relocation bonus if hired in the SES or as Title 38**

Physicians may be eligible for a comparability allowance up to \$20,000 per year if hired in the SES

POSITION: Deputy Center Director, Center for Veterinary Medicine
(This is a scientific position which may be filled in the biological sciences, health science, veterinary, or physical science series)

SALARY RANGE FOR SES: \$110,351 to \$125,900 (Includes Locality Pay)

ANNOUNCEMENT NO.: FDA-99-1-SES

ORGANIZATION: Center for Veterinary Medicine
Food and Drug Administration

OPENING DATE: February 12, 1999 CLOSING DATE: April 12, 1999

LOCATION: Rockville, Maryland

AREA OF CONSIDERATION: Applications will be accepted from all qualified Federal employees.

DUTIES AND RESPONSIBILITIES:

The Center for Veterinary Medicine (CVM) is responsible for protecting the public health of the nation, as it may be impaired by veterinary drugs, feed additives and animal devices. CVM's regulatory functions are geared to ensure that veterinary drugs, feed additives and animal devices are safe and effective, honestly and informatively labeled and packaged. This position is located on the staff of the Director, CVM. As the Deputy Director for CVM, the incumbent assists in providing overall leadership and management to CVM and participates with the Center Director in planning, organizing, directing, staffing, coordinating, controlling, and evaluating Center activities to achieve the mission of the Center, with maximum effectiveness and efficiency.

QUALIFICATIONS:

Mandatory Professional/Technical Qualifications: Candidates must have:

1. A bachelor's degree in a relevant biological, biomedical, physical, health or allied science.
2. Experience at the executive level in planning, directing and evaluating broad scientific research or regulatory programs and activities that demonstrate the ability to effectively coordinate and productively integrate the multidisciplinary efforts of a scientific, professional and technological workforce.
3. A basic knowledge of food safety concerns in consideration of agricultural practices, public health and safety, and the issues surrounding these, and the ability to strike an appropriate balance among them.

Mandatory Managerial/Executive Qualifications: Candidates must have:

1. Administrative or managerial experience at the executive level which demonstrates strong leadership abilities in a scientific or public health environment. Leadership competence and abilities to develop program goals; assure that agency goals and priorities are considered; direct projects, including long-term and short-term planning; establish objectives and priorities; and conduct periodic program assessments.
2. Experience which indicates the ability to effectively interact with the scientific/academic communities, and/or medical or health related organizations, and/or members of Congress and other top level representatives of counterpart Federal agencies, and/or foreign governments, and/or representatives of the regulated industry and others nationally and internationally.
3. Ability and willingness to creatively allocate and manage resources in an environment of expanding responsibilities and declining resources.
4. Ability and willingness to implement equal employment opportunity programs.

Desirable Qualifications: It is desirable that candidates have:

1. A doctoral level degree in veterinary medicine or a relevant biological, biomedical, or physical science.
2. A thorough working knowledge and understanding of the provisions, limitations, and practical application of Food and Drug Administration laws and regulations.
3. Recognition within the scientific community in the field of animal drugs, devices, and/or feed additives.
4. Training, professional development, and outside professional activities which provide evidence of initiative, resourcefulness and potential for effective job performance.

5. Receipt of honors, awards or other recognition for performance or contributions based on managerial or scientific experience.

EVALUATION METHOD:

Applications will be evaluated on the basis of relevant experience, training, self-development, awards; performance appraisals; desirable knowledges, skills and abilities; and on an assessment of supervisory abilities or potential. All applicants must meet the mandatory qualifications requirements to be eligible for further consideration, and must provide detailed evidence of possession of each of the experience, knowledge, skill, ability, and other personal characteristics requirements and show how and when they were used. This evidence must include clear, concise examples that show level of accomplishments and degree of responsibility (either in the application or on a separate attachment). Qualification determinations will be based on the information you supply. Performance, suitability and security information will be developed from vouchers, interviews, etc. Please provide the names and current addresses of first and second level supervisors or other responsible officials who have knowledge of your background so we can obtain performance information from them.

HOW TO APPLY:

APPLICATIONS MUST BE RECEIVED IN THE OFFICE OF HUMAN RESOURCES AND MANAGEMENT SERVICES (Room 7B-32, Parklawn Building) BY THE CLOSING DATE OF THE ANNOUNCEMENT.

All applicants must submit the following:

(1) An OF-612 (Optional Application for Federal Employment), or an SF-171 (Application for Federal Employment), or a resume, or any other application form you choose. Your application must include the following information. Failure to include this information may result in the loss of job consideration.

- Announcement number, title of the position for which you are applying, and the lowest pay acceptable.

- Your full name and mailing address, along with day and evening telephone numbers.

- Your birth date, citizenship, and social security number.

- Name and location of colleges or universities you attended. Major field of study. Semester/quarter hours completed or date of graduation.

- Give the following information for your paid and unpaid work experience related to the job for which you are applying. (Do not send job descriptions):

- Job Title (include series and grade, if Federal)
 - Duties and accomplishments
 - Employer's name and address
 - Supervisor's name and phone number
 - Starting and ending dates (month/year)
 - Hours worked per week
 - Annual Salary
 - Number of people supervised

- List any other qualifications or training you have which you feel makes you a good candidate for this position.

(2) A copy of your most recent annual performance rating.

(3) A separate statement addressing the mandatory and desirable qualifications listed on this announcement.

(4) A separate statement addressing the Executive Core Qualifications, which provides information regarding experience, education, accomplishments, and/or potential relating to executive qualifications in each of the five areas described in the attachment to this announcement.

Submit application material to:

Arlene Karr
Office of Human Resources and Management Services
Food and Drug Administration
Room 7B-32, HFA-408, Parklawn Building
5600 Fishers Lane
Rockville, Maryland 20857

PHS Commissioned Officers may indicate an interest in this position by submitting a resume or curriculum vitae to the above address.

For a copy of this announcement, please call (301) 827-4170. For further information about this position, please contact Ms. Karr on (301) 827-4183. Our FAX number is (301) 443-6703.

All application forms are subject to the provisions of the privacy act and become the property of HHS.

All qualified candidates will receive consideration without regard to race, color, age, religion, gender, national origin, political affiliation, sexual orientation, marital status, union membership, or disability.

AN EQUAL OPPORTUNITY EMPLOYER

SENIOR EXECUTIVE SERVICE
EXECUTIVE CORE QUALIFICATIONS

The "Executive Core Qualifications Statement" is a narrative providing information regarding experience, education, accomplishments, and/or potential relating to the five executive qualifications described below. You should individually address each of the five elements, furnishing such information as a description of the activity, the environment in which activity took place, how the outcome was evaluated, and examples to illustrate the experience where appropriate. The five areas/elements are:

1. **LEADING CHANGE** This core qualification encompasses the ability to develop and implement an organizational vision which integrates key national and program goals, priorities, values and other factors. Inherent to it is the ability to balance change and continuity -- to continually strive to improve customer service and program performance within the basic Government framework, to create a work environment that encourages creative thinking, and to maintain focus, intensity and persistence, even under adversity. Key characteristics include:

- Exercising leadership and motivating managers to incorporate vision, strategic planning, and elements of quality management into the full range of the organization's activities; encouraging creative thinking and innovation; influencing others toward a spirit of service; designing and implementing new or cutting edge programs/processes.
- Identifying and integrating key issues affecting the organization, including political, economic, social, technological and administrative factors.
- Understanding the roles and relationships of the components of the national policy making and implementation process, including the President, political appointees, Congress, the judiciary, the state and local governments, and interest groups; and formulating effective strategies to balance those interests consistent with the business of the organization.
- Being open to change and new information; tolerating ambiguity; adapting behavior and work methods in response to new information, changing conditions, or unexpected obstacles; adjusting rapidly to new situations warranting attention and resolution.
- Displaying a high level of initiative, effort and commitment to the public service; being proactive and achievement-oriented; being self-motivated; pursuing self-development; seeking feedback from others and opportunities to master new knowledge.
- Dealing effectively with pressure; maintaining focus and intensity and remaining persistent, even under adversity; recovering quickly from setbacks.

2. **LEADING PEOPLE.** This core qualification involves the ability to design and implement strategies which maximize employee potential and foster high ethical standards in meeting the organization's vision, mission and goals. Key characteristics include:

- Providing leadership in setting the workforce's expected performance levels commensurate with the organization's strategic objectives; inspiring, motivating and guiding others toward goal accomplishment; empowering people by sharing power and authority.
- Promoting quality through effective use of the organization's performance management system (e.g., establishing performance standards, appraising staff accomplishments using the developed standards, and taking action to reward, counsel or remove employees, as appropriate).
- Valuing cultural diversity and other differences; fostering an environment where people who are culturally diverse can work together cooperatively and effectively in achieving organizational goals.
- Assessing employees' unique developmental needs and providing developmental opportunities which maximize employees' capabilities and contribute to the achievement of organizational goals; developing leadership in others through coaching and mentoring.

- Fostering commitment, team spirit, pride, trust and group identity; taking steps to prevent situations that could result in unpleasant confrontations.
- Resolving conflicts in a positive and constructive manner; this includes promoting labor/management partnerships and dealing effectively with employee relations matters, attending to morale and organizational climate issues, handling administrative, labor management, and EEO issues, and taking disciplinary actions when other means have not been successful.

3. RESULTS DRIVEN. This core qualification stresses accountability and continuous improvement. It includes the ability to make timely and effective decisions and produce results through strategic planning and the implementation and evaluation of programs and policies. Key characteristics include:

- Understanding and appropriately applying procedures, requirements, regulations, and policies related to specialized expertise; understanding linkages between administrative competencies and mission needs; keeping current on issues, practices, and procedures in technical areas.
- Stressing results by formulating strategic program plans which assess policy/program feasibility and include realistic short- and long-term goals and objectives.
- Exercising good judgment in structuring and organizing work and setting priorities; balancing the interests of clients and readily readjusting priorities to respond to customer demands.
- Anticipating and identifying, diagnosing, and consulting on potential or actual problem areas relating to program implementation and goal achievement; selecting from alternative courses of corrective action; and/or taking action from developed contingency plans.
- Setting program standards; holding self and others accountable for achieving these standards; acting decisively to modify them to promote customer service and/or the quality of programs and policies.
- Identifying opportunities to develop and market new products and services within or outside of the organization; taking risks to pursue a recognized benefit or advantage.

4. BUSINESS ACUMEN. This core qualification involves the ability to acquire and administer human, financial, material and information resources in a manner which instills public trust and accomplishes the organization's mission, and to use new technology to enhance decision making. Key characteristics include:

- Assessing current and future staffing needs based on organizational goals and budget realities. Applying merit principles to develop, select, and manage a diverse workforce.
- Overseeing the allocation of financial resources; identifying cost-effective approaches; establishing and assuring the use of internal controls for financial systems.
- Managing the budgetary process, including preparing and justifying a budget and operating the budget under organizational and Congressional procedures; understanding the marketing expertise necessary to ensure appropriate funding levels.
- Overseeing the procurement and contracting procedures and processes.
- Integrating and coordinating logistical operations.
- Ensuring the efficient and cost-effective development and utilization of management information systems and other technological resources that meet the organization's needs; understanding the impact of technological changes on the organization.

5. BUILDING COALITIONS/COMMUNICATION. This core qualification involves the ability to explain, advocate and express facts and ideas in a convincing manner, and negotiate with individuals and groups internally and externally.

It also involves the ability to develop an expansive professional network with other organizations, and to identify the internal and external politics that impact the work of the organization. Key characteristics include:

- Representing and speaking for the organizational unit and its work (e.g., presenting, explaining, selling, defining, and negotiating) to those within and outside the office (e.g., agency heads and other Governmental executives; corporate executives; Office of Management and Budget officials; Congressional members and staff; the media; clientele and professional groups); making clear and convincing oral presentations to individuals and groups; listening effectively and clarifying information; facilitating an open exchange of ideas.

- Establishing and maintaining working relationships with internal organizational units (e.g., other program areas and staff support functions); approaching each problem situation with a clear perception of organizational and political reality; using contacts to build and strengthen internal support bases; getting understanding and support from higher level management.

- Developing and enhancing alliances with external groups (e.g., other agencies or firms, state and local governments, Congress, and clientele groups); engaging in cross-functional activities; finding common ground with a widening range of stakeholders.

- Working in groups and teams; conducting briefings and other meetings; gaining cooperation from others to obtain information and accomplish goals; facilitating "win-win" situations .

- Considering and responding appropriately to the needs, feelings and capabilities of different people in different situations; is tactful and treats others with respect.

- Seeing that reports, memoranda, and other documents reflect the position and work of the organizational in a clear, convincing and organized manner.

